Agency Training Liaison (ATL)

New Worker Training

Welcome to New Worker Training! Your role in this training process with each new worker is an important one. This letter explains how to get started.

It is important for you to understand your role in the training process for your new worker. Enclosed with this letter are some forms and instructions for you and your new worker to prepare for New Worker Training. These include:

- Registration Profile
- DWD Extranet access instructions
- Checklist for Online Courses

Registration Profile

The registration Profile must be completed as soon as possible and submitted to the DWD/DHFS Learning Center (LC), the DWD/DHFS registration database. All independent study curriculum and class registration for New Worker Training is accessed on line. In order to use these systems, the worker must have basic information already entered into the system. Prompt completion of the Registration Profile will ensure a problem-free registration process.

Once the Registration Profile is completed and the information entered into LC, the curriculum for the new worker will be available. The curriculum and all required topics are accessed through PTS LC located at http://www.uwosh.edu/ccdet/wss/ under My Information. All of the required topics will be accessed through the worker's LC account. As topics are completed it will be recorded in the curriculum and entered on the transcript.

DWD Extranet Access

You must complete for DWSW-10-E and DWSW-11E to obtain access to the DWD Extranet and other systems requiring a logonID and password. New workers will be directed, throughout New Worker Training, to access a variety of information located on the DWD Extranet so it is important that the access be available as soon as the new worker training process begins.

Additional System Access

You will also need to review the specific job function of your new worker and define the various systems that s/he will need access to. These may include, but are not limited to: CARES, MMIS, EBT, KIDS, etc. In addition, be sure to request a WAMS ID at https://on.wisconsin.gov/wimap/selfreg/WAMS.jsp for systems access.

Checklist for Online Courses

Attached to this letter you will also find a checklist that outlines the computer requirements and plug-ins needed to access the online courses contained in New Worker Training. Review this checklist to be sure that the computer your new worker will be using is equipped with the necessary items.

Additional Preparation

Independent Study and Prerequisites

Independent study is one of the methods used. The purpose of these independent study topics is to assist the new worker in obtaining background information, and to help him/her prepare for classroom training. Many independent study topics are prerequisites for classroom training. The intent of these prerequisites is to give the new worker a base of knowledge in advance of the class. This base knowledge will help the new worker participate in the variety of activities and methods built into the classroom training. Independent study will not be completed in class, but will be built upon and reinforced throughout the classroom experiences.

All prerequisites must be completed prior to attending the classroom training. The new worker will receive a confirmation letter prior to each class. You must verify his or her completion of the prerequisites by signing this confirmation letter, which s/he will bring to class. A PTS representative will collect these letters. If the new worker has not completed the prerequisites and does not present the signed confirmation letter, s/he is not eligible to attend the class.

If the new worker has any questions while completing any of the independent study topics, s/he can discuss them with you or with the contact person listed for each topic. S/he may also bring specific questions to the classroom training for assistance from the trainer.

In addition, a Learner Support webpage is located at:
http://www.dwd.state.wi.us/dwspts/res_learnersupport.htm to assist workers in assessing their readiness and needs for distance learning and to support them throughout the distance learning process. Access this site whenever you have questions related to distance learning or working independently on your New Worker Training independent study topics.

Concluding Thoughts

Through your efforts and through the partnership between your agency and training, we believe your new worker will be more successful and more comfortable in his or her position when s/he has completed New Worker Training.

If you have any questions related to New Worker Training, feel free to contact either Lynda Fischer (for TANF/CC issues) at lynda.fischer@dwd.state.wi.us or 608-576-5891 or Carol Hazlewood (for IM issues) at carolhaz@centurytel.net or 920-346-5715.

PTS and its trainers look forward to working with you as your new worker begins this training process!

Sincerely,
Lynda Fischer - DWD New Worker Training Operations Lead
Carol Hazlewood – DHFS New Worker Training Operations Coordinator

Checklist for New Worker Logon IDs

At a minimum, the following steps must be completed prior to the new worker attending the first classroom session:

1) For DWD Extranet access, create a DWD Login Account through the following website: https://www.dwd.state.wi.us/accountmanagement/accountcreation.aspx (Note you will need this login to complete the DWSW-10-E and this account is used to access multiple systems).
2) Set up CARES Mainframe and CARES WorkerWeb access by submitting the DWSW-10-E and DWSW-11-E forms. (Two e-mail confirmations will be received by the new worker.)
3) The new worker needs to know their CARES Mainframe ID and password and their WAMS ID and password.
4) The new worker needs to "test" their WAMS logon at their office prior to attending class to be sure that it is working properly.

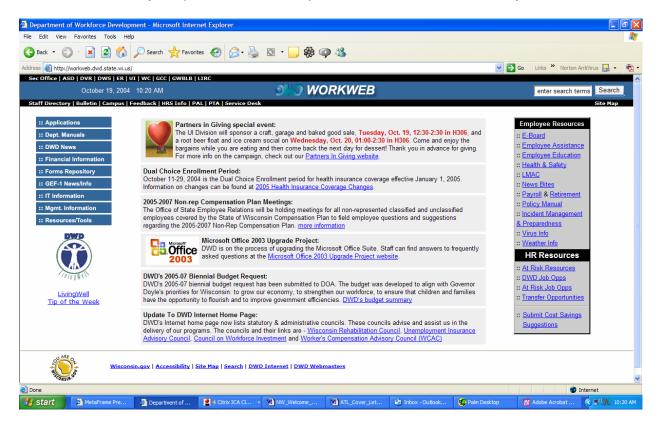| √	System	Form Required	Access
	WAMS	N/A	https://on.wisconsin.gov/wimap/selfreg/WAMS/jsp
	CARES MF		
		DWSW-10-E	https://workweb.dwd.state.wi.us/forms/dws/DWSW_10_E.htm
	CWW	and	*Enter SAVE under "Other" on the form.*
	KIDS	DWSW-11-E	https://workweb.dwd.state.wi.us/forms/dws/DWSW_11_E.htm
	EOS		
	SAVE		
	DWD Extranet		
	CCPI	Self-register	https://www.dwd.state.wi.us/accountmanagement
	CSAW		
	EDSNET		EDS Security (608)221-4746 x3719
	ACD	DWSW-13916-E	https://workweb.dwd.state.wi.us/forms/dws/DWSW_13916_E.htm
	WebI		

Accessing the DWD Extranet Websites

The DWD Extranet is a copy of the internal DWD websites that sits outside the firewall.

To access these secure websites, use the following directions:

1) Open your Internet browser.

2) Go to: **http://workweb.dwd.state.wi.us**

3) A logon window will appear asking for a username and password.

4) Enter your username and password.

   NOTE: If you put a check in the Save password box, the next time you try to access these servers, your password ID and password will be automatically filled in.

Checklist for PTS
Online Courses

θ   **Your Computer**
   All State Standard computers will support online courses.
   The specific requirements are:
   A Pentium processor, at least 16MB RAM, 10MB hard drive
   space, a web browser with the appropriate plug-ins installed,
   and access to the internet.

θ   **Browser**
   Examples include: Internet Explorer 3.0 or higher / Netscape
   Navigator 3.0 or higher

θ   **Plug-ins**
   There is only one plug-in needed to access the online
   courses at this time. That is the Authorware Web player.

θ   **Printer**

θ   Read the **instructions** that are specific to each course.

θ   Find the **contact person** for the course so you know who to
   contact with questions regarding course content.

θ   Visit any **web pages** that are part of the course. Add these
   pages as bookmarks (Netscape) or favorites (Internet
   Explorer)

θ   Get logon instructions from your ATL or the course web site.
   Put a copy of your username and password in a safe place.

θ   Log into the course. Spend time exploring. If you have any
   questions or problems, phone or email the contact person
   right away!